

SUPT
STUDENT PILOT
HANDBOOK

14 FTW



AUGUST 1998
COLUMBUS AIR FORCE BASE
COLUMBUS, MISSISSIPPI

SUPT ARRIVAL CHECKLIST

All In-Processing will be done in uniform

Place	Bldg / Rm	To Do	Phone #
Lodging Magnolia Inn	956	Get room/TLF	2548
14 OSS/OSTT Transition Office	230 / 12	Sign in with Transition Office	7618
Military Personnel Flight	926 Customer Service	Turn in personnel records	2626
Finance	926 Travel Pay	File travel voucher	2706
Pass & Registration	926	Register vehicles	7133
Housing Office	926	On/Off Base housing	7277
TMO	926	Household goods shipment	2567
Beneficiary Services	1100 / 92	Clinic Registration and Enrollment	2220/2161
Physical Exams	1100 / 40	Turn in Medical records; Schedule Flight Physical	2206
Questions?	230 / 12	Call Flight CC or Asst Flight CC	7621/7622

STUDENT PILOT HANDBOOK

This handout is a central reference source and general information guide applicable to officers enrolled in Specialized Undergraduate Pilot Training (SUPT). Most of the information contained in this pamphlet was extracted from publications that are directive in nature. Officers in SUPT are required to know its contents and abide by established policies.

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SECTION A

Administration

1. Chain of Command: Your Flight Commander is your immediate supervisor and is responsible for the activity of all instructors and students in the flight. Your functional chain of command is:

- Class Senior Ranking Officer (SRO)
- Flight Commander (Flight Commander)
- Squadron Operations Officer (SQ/DO)
- Squadron Commander (SQ/CC)
- Operations Group Commander (OG/CC).
- Wing Commander (WG/CC).

2. Class Leader: Normally, the Class Leader is the class senior ranking officer (SRO). The Class Leader will represent the class at all functions and work closely with the Flight Commander and Assistant Flight Commander. An assistant will be appointed to serve in the absence of the SRO. If both are absent, responsibility will fall on the highest ranking officer present.

3. Class Staff Positions: The class staff will consist of, but is not necessarily limited to, the following:

- a. Assistant Class Leader: Serves in the absence of the SRO and assists in performance of all SRO duties.
- b. Administration Officer: Assists the SRO in administrative matters such as rosters, class attendance and other required reports.
- c. Athletic Officer: The Athletic Officer conducts physical training classes, organizes group sports, documents attendance and will assist the SRO in maintaining order and discipline during physical training.
- d. Yearbook Officer (optional): Responsible for the publication of the yearbook and production of the class video. The Yearbook Officer will coordinate final reproduction and yearbook approval through the Flight Commander.
- e. Class Photographer: One or more officers to work with the Yearbook Officer in documenting all class activities.
- f. Social Chairman: This officer is responsible for coordinating class social functions (i.e., PARTY REP). This job is not for the unmotivated. "The class who plays together stays together."
- g. Finance Officer: Responsible, through the SRO, for maintaining class funds and for ensuring the payment of class financial obligations. The Class Leader Guide has information concerning possible expenses which you as a class may incur during SUPT.
- h. Columbus Club Representative: Provides input from the class to the Columbus Club Student Advisory Council Representative prior to the quarterly advisory council meeting.

4. Correspondence Distribution: Correspondence and official mail for class members will come through the squadron orderly room and will be given to the individual or the Flight Commander.

5. Absentees/Tardies:

- a. Students are required to arrive at all academic, flightline, and physical training periods in sufficient time to allow the instructor to begin the period at the scheduled time. As a guide, **plan on arriving 5 minutes prior to all scheduled activities**. It is the students' responsibility to inform the instructors of upcoming mandatory activities on their schedule! For example, do not allow a flightline instructor to debrief a mission through release time without reminding the instructor of the release time and follow-on scheduled events. Do not miss scheduled dental appointments or immunization appointments without Flight Commander approval.
- b. SROs are responsible for reminding instructors of release times in the event of group debriefings or classes.

6. Prolonged Duty Not Involving Flying (DNIF) Status: Officers experiencing medical problems leading to DNIF will continue to attend all academic and physical training classes with their class unless specifically excused by the Flight Surgeon or the Flight Commander. If the student is to be placed in a medical hold status, they will be referred to the Transition Office and placed on transition status until a final disposition is made. In certain cases, officers may be sent to Keesler AFB Hospital or Wilford Hall Medical Center (San Antonio, Texas), for medical treatment or tests. Prior to departure and immediately upon return, the student will notify the orderly room and present a copy of their orders. If departure/arrival occurs after normal duty hours, notify the Flight Commander.

7. Transition Officer Status: All officers not actively engaged in training (awaiting entry into training, extended DNIF, elimination, etc.) will report to the Transition Office, x7618. Their names will be placed on a duty roster and they will be assigned to various duties on the base.

SECTION B

Flightline Policies

1. Military Training: Pilot training is not an officer training school. Students are commissioned officers and are expected to conduct themselves accordingly. In our jobs we train to perform our duties, we then accomplish those duties every day, and finally we evaluate ourselves to determine how we are doing. This is how we should approach our Air Force Core Values: **Integrity first, Service before self, and Excellence in all we do**. Core values are not a program, but the price of admission to our profession. They remind us what it takes to get the mission done and inspire us to do our very best at all times. They are the common bonds among all comrades in arms.

2. Student/IP Relationship: Students' assigned instructor pilots (IPs) will be the direct link to the respective flying training squadron and should be able to answer questions on flightline problems or refer them to the Flight Commander.

a. Your assigned IP's primary job is to ensure you become the best pilot in the world. If personality conflicts develop which prevent you from reaching your full potential, notify your Flight Commander. You may ask your Flight Commander for an IP change. Legitimate requests for IP changes will not be held against you.

b. The Squadron Commander will not tolerate anything less than total mutual respect between IPs and students. IPs take pride in helping motivated officers achieve their life-long goals; therefore, to achieve this objective, IPs and students must maintain a professional relationship at all times. Professional relationships are those that contribute to the effective operation of the Air Force. According to AFI 36-2909, participation by members of all grades in organizational activities, unit sponsored events, intramural sports, chapel activities, community welfare projects, youth programs and the like, enhances morale and contributes to unit cohesion. Students and IPs are allowed to socialize at the Officers' Lounge, but military members are expected to maintain professional relationships. Drinking and socializing with IPs at other times and places (other than unit sponsored events) is prohibited. Students and IPs **WILL NOT** date or engage in any form of romantic or sexual relationship. Likewise, interacting on a first name basis is not appropriate in a training environment, and is not permitted. Unprofessional relations, whether on or off-duty detract from the authority of superiors and results in or creates the appearance of favoritism, misuse of office or position, or the abandonment of organizational goals for personal interests. Failure to comply with this section and with the requirements of AFI 36-2909 is a violation of Article 92 (Disobeying an Order or Regulation) of the Uniform Code of Military Justice which could result in court-martial or other adverse action. Additional guidance on professional relationships is set out in (AFI 36-2909). Proper military customs and courtesies will be displayed at all times. Refer to Section C (Personal Conduct) of this guide for more information.

c. Students have an absolute right to a learning and living environment free of sexual harassment and unlawful discrimination. Any conduct that involves unwanted sexual advances, requests for sexual favors; or any other verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment for any Air Force member **WILL NOT** be tolerated. You have a duty to help promote and maintain a professional environment. Treating everyone with respect and dignity, and applying good judgment, helps prevent harassment or unlawful discrimination, whether actual or perceived. If you are the victim of sexual harassment or unlawful discrimination, report it immediately to anyone in your chain of command. If you are not comfortable using the chain of command, contact Social Actions, Inspector General, The Air Force Office of Special Investigations (AFOSI), or the Security Police for assistance. All allegations will be investigated promptly and thoroughly. Any person who communicates a complaint in good faith is assured no form of reprisal will be tolerated. Refer to AFPAM 36-2705 for further guidance.

d. The IP is always in charge in the aircraft. IPs are highly skilled instructors and their judgement will never be questioned in the aircraft.

3. Saluting:

a. Flightline: The salute will be rendered everywhere on base except on the aircraft flightline; however, everyone should salute full colonels or above on the flightline. Carry equipment in your left hand so that you are not performing a juggling act in order to salute.

b. Flight Room: Students will rise and salute when reporting to their own or guest instructor in the flight room prior to the formal brief. Following the formal brief, students do not salute when reporting to their instructor, unless the visiting IP is a field grade officer or above. If reporting to a guest instructor for a briefing outside the flight room, always report in a military manner.

4. Calling Room to Attention:

- a. When the Flight Commander enters the room to conduct the formal brief, the SRO (or senior ranking student present in his/her absence) will call the room to attention and report the class attendance in a military manner, e.g. "Class 97-04, all present, Sir/Ma'am" or "Two students absent Sir/Ma'am." Some flights have slightly different reporting procedures.
- b. Call the room to attention when a Colonel or above enters or leaves the room. If a Colonel is visiting the flight to fly, call the students and IPs to attention as the Colonel first enters and when he/she leaves after completing the student debrief.
- c. During formal release, the class will be called to attention at the end of each day by the SRO, e.g. "Sir/Ma'am, class 97-04 ready for dismissal." The Flight Commander or his/her representative will dismiss the class.
- d. At the Flight Commander's discretion, all students will come to attention when their instructor approaches or leaves the table.
- e. Call the Squadron to attention when a Colonel or above enters or departs by the side doors. When a Colonel is flying, do not call the squadron to attention as he/she departs the building after signing out his/her aircraft or when he/she reenters the building immediately after flying.

5. Formal Brief Protocol:

- a. Report time will be determined daily and posted. You will not be late. Failure to show for scheduled SUPT events will result in disciplinary action.
- b. When the briefing starts, the doors will be closed. If students arrive late, they should wait outside the flight room. Do not enter the flight room when the briefing is in progress.
- c. Students face the podium and give the briefer undivided attention. Checklists and inflight guides (opened to the EP section, velcro checklist straps undone) should be under your chair prior to the formal brief. There will be no slouching in chairs, no crossed legs, no chewing gum, and nothing present on desks except as allowed by your flight's ROE (rules of engagement).
- d. When talking with the podium briefer, students will stand at attention unless told otherwise.

6. Leaving the Flight Room:

- a. Students should always have IP or scheduler permission to leave the flight room. Sign out on the sign-out board when absent from the flight room for more than a few minutes. If you change your destination, call the flightline and have the student duty officer (SDO) correct the sign-out board. Because of rapidly changing weather and other factors that your schedule could change from doing nothing to, "You're briefing up a Contact ride in 10 minutes."
- b. Students may go to the latrine and snackbar without signing out.
- c. At the discretion of the Flight Commander, students may be placed on informal release. This normally occurs after a class has satisfactorily completed the first checkride of the program, midphase. When the last crew leaves the building for the flight's last scheduled event (aircraft or simulator), students are released from the flight line. This release is at the discretion of the Flight Commander and your assigned IP **and** is contingent upon satisfactorily completing all tasks, study assignments, etc.

7. Sick Call:

- a. Visit the Flight Surgeon if you feel sick. **DO NOT FLY IF YOU ARE ILL!** Also, do not self-medicate. You may take nothing stronger than aspirin or Tylenol while on flight status without seeing a Flight Surgeon first.
- b. Always report to the flightline prior to reporting to the Flight Surgeon except as directed by the Flight Commander.
- c. Notify the Flight Scheduler or Flight Commander ASAP when you become DNIF (Duty Not Involving Flying) after visiting the Flight Surgeon.

8. Crew Rest:

- a. The crew rest period is the non-duty period before the flight duty period begins. Its purpose is to allow aircrews the opportunity to get adequate rest before performing in-flight duties. Crew rest is free time, which includes time for meals, transportation, and rest. Rest is defined as the condition that allows an individual the opportunity to sleep. (AFI 11-401; 7.4.5)
- b. Air Force aircrews require at least 8 hours of uninterrupted rest during the 12 hours immediately prior to the beginning of the flight duty period. These 8 hours of uninterrupted rest must be continuous. When an aircrew member remains at the airfield after flying to perform official duties, the crew rest period begins after termination of these duties. (AFI 11-401; 7.4.5)
- c. The minimum crew rest period is 12 hours. Aircrew members are personally responsible for obtaining 8 hours of uninterrupted rest. (AETCI 36-2205; 18)
- d. Students will not arrive at the flightline or to academics until 12 hours have elapsed after the last official duty the night before. Transgression of this regulation is a crew rest violation. If you violate crew rest, you will not fly or sim for that day.

9. Flightline Parking ROE:

- a. Do not park in any spot marked with an "OG" plate or marker in the student parking area.
- b. Do not park behind the 14th Operations Group building, also known as the sim building. This area is reserved for T-37 IP's, sim and academic instructors.
- c. Also, do not park at the end of the large parking area closest to the flightline just behind the 14th OSS building; the T-38 IP's park there.
- d. There is ample parking in front of the sim building and at the northwest end of the large parking lot behind the 14th OSS.
- e. STUDENTS WILL NOT PARK IN THE FIRST FIVE ROWS IN FRONT OF THE 14 OSS BUILDING.

SECTION C

Academic Policies and Procedures

1. Class Schedules: Schedules for the upcoming week of instruction will be available by close of business Friday afternoon. The SRO will be notified of any changes in the schedule and will give changes to the Flight Commander, and other members of the class.

2. General:

- a. All flightline buildings and vehicles are tobacco-free areas. Smoking, dipping, and chewing are not permitted in these areas. There are designated smoking areas outside some buildings. These areas must be kept clean.
- b. At the beginning of each daily block of instruction, the SRO, or designated representative, will call the class to attention and report the number of students absent. The class attendance monitor will record this information.
- c. Students will remain seated while reciting unless directed by the instructor to do otherwise.
- d. The SRO is responsible for seeing that the classroom is in order at the end of the period. Chairs and table will be aligned, trash will be placed in waste containers, and tabletops will be clean.
- e. All study assignments printed in Student Study Guides and assignments given either orally or in writing by the instructor are considered to be direct orders.
- f. Medical, dental, or other appointments will only be scheduled during free time and not during academic time.
- g. Excusals from academic classes or PT must be coordinated through the Flight Commander.
- h. When entering/leaving the building, or while taking a break in the hall, remain quiet in consideration of classes still in session.
- i. All personnel are responsible for keeping the student lounge clean.
- j. Official business will not be conducted in civilian clothes or PT clothing.

3. Computer Assisted Instruction (CAI):

a. In conjunction with classroom instruction with your academic instructors, you have the opportunity to learn academics with Computed Assisted Instruction (CAI). CAI provides you the opportunity to complete lesson assignments at your own pace and review material if needed.

(1) CAI RULES OF ENGAGEMENT:

- (a) The CAI room is open Monday through Friday, 0600-1800 hrs. Holiday/Goal Day hours will be posted.
- (b) No eating, drinking, dipping, or smoking is allowed in the CAI room.
- (c) Sign in/out on the attendance log at the front desk.
- (d) The CAI lessons are MANDATORY, and must be completed IAW the syllabus sequence.
- (e) Each scheduled CAI lesson will ensure you have ample time to complete it. You may not leave until you finish the lesson or your scheduled time is over.
- (f) If unable to complete the CAI lesson hours prior to class, notify your academic instructor as soon as possible.
- (g) You are limited to a 12 hour crew duty day. Additionally, you cannot exceed 6 actual hours of academic instruction (either classroom, CAI, or both). ANY TIME you are accomplishing CAI on the computer, it is considered an official duty and part of your crew duty day. You cannot accomplish CAI during your crew rest period.

(2) **HELPFUL HINTS:**

- (a) Accomplish the student workbook prior to viewing the CAI.
- (b) Work ahead in your specific course. **DO NOT** jump ahead to a new course. Follow the syllabus flow chart (CAI map) and directions from your instructor. See the instructor if questions arise.
- (c) **DO NOT PROCRASTINATE!** Failure to complete prerequisite CAI lesson hours will result in disciplinary action.

4. Examinations:

- a. Students failing a test will take a remake examination within five working days. Upon being notified of a test failure, contact the course instructor as soon as possible, but no later than one workday, to discuss and make arrangements for the remake. **Also, notify your Flight Commander as soon as possible.**
- b. A student is considered academically deficient after failing an academic examination and, if past performance dictates, the student may be placed on the Commanders Awareness Program (CAP) for academic reasons. USAF students will normally be scheduled for a Commanders' Review after three academic failures (international students after four failures).
- c. Do not mark on academic examinations or you will be subject to disciplinary action. Exams are **CONTROLLED** materials, and marked-up exams must be destroyed.

5. Student Seminars: Periods of additional instruction (student seminars) may be scheduled at the instructor's discretion or at the student's request.

6. Physical Training (PT): The purpose of the Physical Training Program is to provide scheduled time for students to participate in aerobic/anaerobic type activities and to provide physical and emotional relief from the rigors of pilot training. PT periods are mandatory-be on time and in the proper PT clothing! PT will be scheduled and printed on your academic schedule. The SRO, athletic officer, or monitor will lead the group through the 12 warm-up exercises at each scheduled PT period. Students then complete the scheduled PT period by participating in an approved team or individual sport (your athletic officer has an approved list of acceptable sports). Everyone will participate unless specifically excused. Attendance will be recorded and turned in to the Flight Commander.

7. Publications: Student flying publications will be provided by the 14 OSS Bookstore prior to entering Phase II training. **IT IS THE STUDENT'S RESPONSIBILITY TO KEEP THESE UPDATED AND IN GOOD CONDITION DURING THEIR STAY AT COLUMBUS AFB.** All academic publications will be issued by the 14th OSS and will be returned at the end of phase completion. Students will turn in their Phase II (T-37) publications prior to Phase II graduation. T-37 publications will not be highlighted in any way except to annotate official changes.

SECTION D

Performance and Awards

1. Training Report: Upon completion of, or elimination from, Specialized Undergraduate Pilot Training, each officer will receive a training report, AF Form 475, Education/Training Report. This report will become a permanent part of the officer's master personnel records.

2. Elimination: Officers may be eliminated for deficiencies in flying, academics, officer qualities, medical, or through self-initiated elimination procedures. A student recommended for elimination will be referred to the Flight Commander. They will explain the student's duty status and aid them in preparing for the Commander's Review (CR). The CR reviews the facts of the case and makes a recommendation concerning reinstatement or elimination from SUPT to the OG/CC and the WG/CC.

3. Types of Elimination:

a. Flying: Following failure of an "Elimination Check" (89) or its syllabus equivalent, the student will discontinue all training until a final determination is made.

b. Academics: The appropriate Squadron Commander will recommend elimination when a student fails three academic examinations (four for international officer students).

c. Officer Qualities: Should the student fail to meet the standards of honor, reliability, and performance of duties expected of an Air Force officer, they will be dealt with as follows:

(1) The Flight Commander will counsel and document the counseling for all "officership" incidents, such as late/absent from a class/activity, on or off base tickets (parking, speeding, improper registration, etc.), late payment of bills, bounced checks, unsatisfactory UOQ inspections, etc. The second incident normally results in counseling and a consideration for placement on military Commander's Awareness Program (CAP). The third such incident normally results in military CAP if not previously done.

(2) More serious incidents (DWI, DUI, integrity, cheating, etc.) will result in immediate appointment to military CAP, and, most likely, more serious action (Letter of Reprimand or Article 15, and elimination from SUPT).

(3) When a student's officership qualities are highly questionable, removal from all training and consideration for elimination from SUPT and/or separation from the Air Force is likely.

d. Medical: Status will be determined by the Flight Surgeon. The student will discontinue training specified by the Flight Surgeon until notified of the medical determination.

e. Self-Initiated Elimination (SIE): Any officer contemplating SIE from training will contact the Flight Commander immediately. Following counseling, the officer will be given time to reconsider. If the student wishes to continue the SIE, the student will normally be eliminated administratively.

f. Manifestation of Apprehension (MOA): A real fear of flying or fear of failure which interferes with a student's judgment, decision making capability, and physical ability to control and/or function in the aircraft.

4. Awards: Awards presented at graduation are listed below. International students are also eligible to receive flying, academic, and distinguished graduate awards.

- a. Orville Wright Achievement Award: The Daedalian Committee meets quarterly at HQ AETC and considers nominees from classes throughout AETC for a single award. The nominee selected is presented the award at their next duty station by a member of the Order of Daedalians. This is the highest honor earned for individual performance during pilot training.
- b. AETC Commander's Trophy: This award is presented to the most outstanding student in each class, the one officer who has excelled in every facet of the Specialized Undergraduate Pilot Training Program.
- c. Military Training Award: Awarded to the student who has demonstrated the most outstanding officer qualities and leadership potential.
- d. Distinguished Graduate Letters: These award letters are presented to students who graduate in the top 10% and excel in all phases of training.
- e. Flying Training Award: Awarded to the student consistently demonstrating the most outstanding performance in flying training.
- f. Academic Training Award: Awarded to the student with the highest overall academic performance.

SECTION E

Uniforms, Personal Appearance, and Personal Conduct

1. General: The Air Force uniform is a symbol which identifies its wearer as a member of the world's finest military organization. It enhances the standing of the Air Force in the eyes of observers and identifies the individual as a person deserving of trust. It must be attractive, neat, and worn in such a manner which emphasizes pride.

a. On Duty: Officers are required to wear the prescribed uniform while conducting all official base business. This includes any business in the squadron, getting personal equipment, reporting to the Flight Commander, etc.

b. Off Duty: Officers are expected to maintain high standards of dress and personal appearance. Civilian clothing should be neat, clean, and appropriate to the situation.

2. Uniforms: Any uniform combination authorized by AFI 36-2903 is approved for wear at Columbus AFB. The commander will designate uniforms for such special occasions as parades, graduations, etc.

a. Mess Dress: The mess dress is required for all officers except Air Force Reserve, Air National Guard, and international officers. Wear with miniature medals if applicable.

b. Flying Clothing: Flight suits and jackets are the prescribed dress for the flight line. Sleeves will be rolled down and pockets zipped at all times. The flight suit's zipper will be closed to within approximately 3 inches of the neckline. Flight jackets, when worn, will be zipped up at least halfway. Do not put your hands in the pockets: wear black gloves or flying gloves. The flight cap is the only authorized headgear. When authorized by the wing commander (during extremely cold weather), black wool caps may be worn, only on the flightline. Flying clothing will not be mixed with other uniforms or with civilian clothing (i.e. flight jacket with service dress). Flight clothing is acceptable in all base offices and base establishments as long as it is neat, clean, and properly worn. Flight clothing may be worn to off-base business establishments, to include short convenience stops and eating at fast-food restaurants. Flight clothing may be worn off base to dine at local establishments frequented by civilian workers wearing work clothing comparable to the flight suit, regardless of whether or not the establishment offers waiter and waitress service. Flight clothing will not be worn in establishments whose primary function is to sell and serve alcohol. Flight clothing will not be worn to do extended shopping, dining, or socializing, or to take part in any form of entertainment. (AETC Sup 1 to AFR 35-10).

c. Physical Training (PT) Clothing: PT clothes for student pilots will consist of any athletic wear which is in good taste i.e. not offensive pictures or statements on the clothing. Sweat suits or jogging suits may be worn over the regular PT uniform. Physical training uniforms will only be worn going to/from and during PT classes and will not be worn in any other building on base.

d. Patches: Each class designs its own patch. It must be dignified, in good taste and reflect class heraldry in the best traditions of the United States Air Force. Do not use cartoon characters, etc. without copyright approval. Copies of proposed patch designs will be drawn with selected color schemes and submitted through the Flight Commander and SQ/CC for approval by the OG/CC. Patches and insignia will be worn on flight suits/jackets as follows:

- AETC patch - right front.
- Leather nametag with authorized badges.
- 14 FTW Patch - on left shoulder.
- Squadron patch - on right shoulder (after initial solo you will wear class patch)

e. Uniform Restrictions: Personal items (sunglasses, pens, combs, checkbooks, etc.) will not protrude from pockets. No items will be attached to the uniform unless authorized. Except on the flightline, hats will be worn outside at all times when an individual is in uniform, including walking to/from UOQ room and parking lot.

f. Scarves: Scarves are encouraged to display class spirit. The scarf must be worn by all members and be worn at all times except when flying. The design must be submitted through the Flight Commander for approval by the SQ/CC.

3. Personal Appearance: Standards are IAW AFI 36-2903. Standards apply on and off duty, while on leave, and on holidays. International students will meet the same standards as their American counterparts.

a. Hair will be neat, clean, trimmed, and present a groomed appearance.

(1) Male: Hair will not touch the ears or collar except the closely cut hair on the back of the neck. It will present a tapered appearance. Hair in front will be groomed so it does not touch the eyebrows and will not protrude below the band of properly worn headgear. In no case will the bulk or length of the hair interfere with proper wear of any Air Force headgear. Side burns will be neatly trimmed and tapered in the same manner as the haircut. Sideburns will not extend below the lowest part of the exterior ear opening, will be even width (not flared) and will end with a clean-shaven, horizontal line.

(2) Female: Hair length will not extend below the bottom edge of the collar at the back of the neck, and will not touch eyebrows in the front. In the aircraft, hair must be loose and unbound, must comply with the same length restrictions with the helmet on, and should not be so bulky that the helmet will not fit properly. Off the flightline, plain and conservative pins, combs, headbands, and barrettes similar to the individual's hair color are permitted. These must not prevent proper wear of military hats and may not include hair ornaments such as ribbons, jewels, etc.

b. Men will be clean-shaven and may wear an acceptable mustache. Mustache length will not exceed the corner of the mouth or extend over any portion of the upper lip. Beards and goatees are prohibited except as prescribed by a medical officer for medical reasons. When prescribed, the beard hairs will be kept trimmed so as not to protrude more than ¼ inch from the skin.

c. Women's cosmetics must be conservative and in good taste.

4. Personal Conduct: All students are expected to conduct themselves as officers at all times, on or off duty. Conduct unbecoming of an officer will result in removal from SUPT.

a. Saluting:

(1) Show proper military courtesy at all times by saluting all senior officers outdoors. Return the salutes of junior officers or enlisted members. If in doubt, render a salute. Don't turn the other way or cross the street to avoid saluting.

(2) At no time will an officer be expected or required to initiate the salute toward any officer of junior rank except when formally reporting for instruction.

(3) When either a junior or senior officer is encumbered, the salute may be rendered by the officer not encumbered. In any event, the common courtesy of verbal recognition is in order.

(4) When you are on the flight line, salute full Colonels and above.

(5) Salute staff cars which are identified by a plate on the right front bumper.

b. Reporting: When reporting to an officer of senior rank, for any reason, knock before entering the office, if applicable, and report in a military manner. When excused, stand at attention and salute before departing.

c. Flight/Academic Room Maintenance: Students will assist in maintaining rooms, including lounges, in a neat, orderly condition.

d. Unprofessional Relationships/Fraternization: AFI 36-2909 gives specific guidance on professional conduct and apply to all members of the armed forces, including ANG/AFRES and international members. Violation of these regulations may be punishable under the UCMJ or any other administrative action.

(1) Unprofessional Relationships: Relationships are unprofessional, whether pursued on or off-duty, when they detract from the authority of superiors or result in, or reasonably create the appearance of, favoritism, misuse of office or position, or the abandonment of organizational goals for personal interests. Unprofessional relationships can exist between officers, between enlisted members, between officers and enlisted members, and between military personnel and members of the civilian employee work force.

(2) **Fraternization:** Fraternization is an aggravated form of unprofessional relationship and is recognized as a violation of Article 134 of the UCMJ. Fraternization is a personal relationship between an officer and an enlisted member which violates the customary bounds of acceptable behavior in the Air Force and prejudices good order and discipline, discredits the armed services, or operates to the personal disgrace or dishonor of the officer involved. The custom recognizes that officers will not form personal relationships with enlisted members on terms of military equality, whether on or off-duty.

(3) Any personal relationship becomes a matter of official concern when they adversely affect morale, discipline or mission accomplishment. The emphasis is placed on the effect of the relationship rather than the nature of the relationship. **Therefore, any relationship which can reasonably be perceived to reflect partiality or favorites must be prevented.**

(4) Officers do not date enlisted members or share their off-base living quarters, personal vacations, weekend trips, social gatherings or frequent clubs, bars or theaters.

(5) All members share the responsibility for their professional conduct. However, the senior member is primarily responsible for maintaining the professionalism of the relationship.

(6) The IP/Student relationship is a superior-subordinate relationship. IPs or any other staff member will not use their position in the training organization to take advantage of a student/trainee and it prohibits a student/trainee from taking advantage of an IP or staff member.

(7) Participation in organizational functions, such as picnics, sporting events, celebrations, graduations, Air Force-approved fund drives and membership campaigns, **when such actions are not done for personal gain**, is encouraged.

(8) IPs or staff members will not date or make sexual advances toward student/trainees who are attached, assigned or within the same organization or chain of command. The unit includes all of the 14th FTW. Student/trainees will follow the same guidelines.

5. Weight Management Program (WMP): All students will be weighed during their initial in-processing, and periodically through SUPT. Students that exceed Maximum Allowable Weight (MAW) will be measured for Body Fat. Students that exceed body fat standards will only continue ground training at the discretion of the Squadron Commander, but they will not fly or progress from one phase of training to another until they are within established body fat standards. Students will be entered into the WMP, as outlined in AFI 40-502, AETCI 36-2205, and applicable OIs. Students who fail to make satisfactory progress in the WMP will be evaluated under the commander's quality review process.

SECTION F

Authorized Absences/Travel

1. Leave: Leave is an absence from active duty with full pay and benefits for travel, recreation, etc., or for personal reasons to cope with emergency situations. Air Force members earn two and one-half days of leave for each month of active service.

2. Emergency Leave: Students should immediately report any emergency leave situations to their Flight Commander. Emergency leave is granted when the member's absence from their immediate family would create severe and unusual hardship to either the student or their immediate family. The American Red Cross may need to verify an emergency leave situation. Students are encouraged to instruct their families to notify the American Red Cross if an emergency situation arises. This may prevent delays in processing leave.

a. Usually, emergency leave is only granted in cases of death or critical illness in the member's immediate family.

b. During off-duty hours, students who need emergency leave should contact a supervisor in the following order: Flight Commander or Assistant Flight Commander, Squadron Commander or Squadron Operations Officer. If all the above yield negative results, call the Command Post through the base operator and ask for a phone patch to the Squadron Commander. Emergency leave is normally granted for a pre-determined period; therefore, students should make every effort to return to training as soon as possible. If an extension is needed, contact your Flight Commander.

3. Ordinary Leave: Students enrolled in training will not normally be granted leave during their training at Columbus AFB except during the Christmas break. Exceptions can be made if there is a good reason and the student:

- Will not fall behind the time line as a result of taking leave.
- Is not experiencing any flying difficulties.
- Is not experiencing any academic difficulties.
- Will not miss any academic classes.
- Will have no checkrides immediately upon return (within two days).

a. Requesting leave: Students should apply for leave through the Flight Commander a minimum of one week (preferably two) prior to departure. The SQ/CC is the approving authority for any student requiring advance leave (i.e., taking more leave days than have been accrued).

b. Departing on leave: Students will receive a pre-departure safety briefing and pick up their leave authorization from their Flight Commander. Leave must begin on effective date shown on the leave authorization form. If this date changes for any reason, accomplish a new leave authorization form. **Leave begins and ends in the Columbus AFB vicinity.**

c. Return from leave: Upon return to the local area, report to your Flight Commander on the first duty day after you return to sign in. If you require a leave extension, notify the Flight Commander or you may be considered absent without leave (AWOL). If considered AWOL, disciplinary action will be taken.

4. Weekend Travel Policies: See your Flight Commander for current SQ/CC policy.

SECTION G

Unaccompanied Officer Quarters (UOQ)

1. Eligibility: Single officers may be assigned a room in the UOQ based on availability and seniority. AFI 34-601 governs assignment eligibility of married and unaccompanied officers.

2. UOQ Moves: Student officers wishing to change quarters will submit a request through the Lodging Office and your Flight Commander. The final approving authority for all inter-UOQ moves lies with the Superintendent of Housing.

3. UOQ Occupant Responsibilities: An officer's quarters should reflect high standards of personal cleanliness and order. Each officer must be considerate of others in the UOQ. The following is a list of occupant responsibilities:

a. Keep all rooms in inspection order from 0800 to 1630 Monday through Friday. Occupants will comply daily with the following minimum standards required to meet satisfactory living conditions:

- (1) Bed made daily, bed linen clean.
- (2) Floors and carpets cleaned and vacuumed.
- (3) Clothes and personal items properly stored or arranged (no dirty clothes lying around).
- (4) Rooms free from accumulated dust.
- (5) Trash containers and ashtrays emptied daily (do this every morning).
- (6) Wash basins and mirrors clean.
- (7) Shoes clean and neatly arranged.
- (8) Room furnishings and equipment neat and clean.
- (9) Bathroom areas clean (sink, tub, shower, commode free from all dirt and grime).
- (10) Kitchens kept orderly, dishes clean and stacked on shelves or in sink, stoves and broilers free of cooking buildup or grease and refrigerators clean inside and out.
- (11) Volume on televisions, radios, stereos, etc. set to preclude annoying other occupants at all times. Turn off when leaving your room.
- (12) Food stored in containers to prevent sanitation problems.
- (13) No bicycles or auto parts stored in the rooms or foyers (The lodging office has bike racks available as well as storage lockers.)
- (14) Trash cans must be metal.

NOTE: In addition to the standards listed previously, you must do the following prior to the quarterly formal inspections:

- (a) Dust in hard to get at areas, such as refrigerator tops, window sills, and bathroom light fixtures.
- (b) Ensure the kitchen and bathroom are spotless. The refrigerator must be defrosted and the refrigerator seals cleaned.

b. Change bed linens (sheets and pillowcases) weekly. Blankets, bedspreads and mattress covers will be changed as necessary. Linen exchange will exchange on a one-for-one basis and will provide UOQ occupants with cleaning supplies.

c. Report any needed repairs of government-owned furnishings, appliances, or installed items in room and/or communal areas to the Lodging Office.

d. Report any discrepancies in maid service to the Lodging Office.

e. Be responsible for the normal safeguarding and care of government property contained in their quarters. Occupants will be held financially liable for loss where proper control was not exercised and/or damages are beyond fair wear and tear.

f. Pets are not authorized, except aquariums.

g. Store firearms and ammunition in the Security Police weapons storage room in accordance with AFR 125-37. Store other weapons (bows, BB guns, crossbows, etc.) through the squadron administration section.

h. The open display of material which, in the judgment of the commander, detracts from the good order, discipline, morale, or loyalty of members is prohibited.

NOTE: USE ONLY THUMBTRACKS TO PLACE UNFRAMED POSTERS/PICTURES ON THE WALL AND USE ONLY SMALL NAILS TO HANG FRAMED PICTURES. LIMIT THE NUMBER OF THUMBTRACKS AND NAILS YOU USE AS MUCH AS POSSIBLE TO REDUCE THE NUMBER OF HOLES IN THE WALLS. POSTERS WILL NOT BE TAPED ONTO ANY WALL OR DOOR.

i. Unless advised otherwise, set thermostats to maintain room temperatures at a maximum of 68 degrees in the winter and a minimum of 78 degrees in the summer. Heating and/or air conditioning vents will be free of coverings at all times to allow proper functioning of equipment.

j. Government-owned furniture will not be moved from one UOQ to another.

k. Fire Prevention/Safety:

(1) Cooking in any area other than those designated for such purposes is prohibited. EXCEPTION-slow cookers and coffee pots with automatic controls may be used in all UOQ rooms. Use of other appliances which draw heavy electrical loads is not authorized (i.e. hot plates and space heaters).

(2) No flammable liquids of any description other than one pint of lighter fluid and one quart of charcoal lighter fluid in properly secured containers will be kept in quarters. No flammable liquids will be stored in the breezeways or under the stairwells.

(3) Electrical adapters if equipped with a integrated circuit breaker protection (surge protector strips) are authorized.

(4) Barbecue grills must be kept at least 15 feet away from the building when in use. When not in use they can be stored outside your room. When cleaning grills, dump ashes into designated metal containers, not on the ground. Matchlight charcoal is not authorized to be stored inside or outside the UOQs.

(5) All rugs must be fire retardant and approved by the Fire Department.

(6) Open flame items, including candles, will not be displayed for decorative purposes. Do not place decorative items such as scarves directly on or close to lamps.

l. Water beds are not authorized.

m. No person less than 21 years old may consume or possess any alcoholic beverage. Public drunkenness is prohibited.

4. Security of Valuables: Security of valuables is a personal responsibility. A safe is available in the Lodging Office for safeguarding cash or small items. UOQ rooms should be locked at all times when the occupant is not present. Make a list of personal property, including models and serial numbers, so any stolen property can be identified. Government liability for stolen items exists only in cases where reasonable precaution has been taken against theft. Lost/stolen items should be reported immediately to the Security Police. Do not leave laundry unattended in the laundry room or other unsecured areas.

5. Inspections: The Lodging staff will inspect each UOQ prior to occupancy. Discrepancies upon occupancy should be reported to the Superintendent of Housing. A UOQ inspection checklist will be provided to each new UOQ resident and will be kept on file. Rooms will be inspected once a quarter; inspections may or may not be announced. Regularly scheduled inspections for fire prevention, health, maintenance, etc., will be conducted in accordance with AFR 90-2. The Support Group Commander will inspect quarterly (usually on a no-notice basis).

6. Guests: Quiet hours are from 2200 - 0600. However, because of shift work requirements, unnecessary noise at any time is prohibited and should be reported.

a. Guests are permitted in the UOQs during the following periods:

(1) 1200 - 2400 Monday through Thursday.

(2) 1200 - 0200 Friday, Saturday, Sunday, and holidays.

b. Guests under 18 years, who are not relatives of the residents, will not be admitted to the UOQs at any time.

c. **Guests or relatives will not be allowed to remain overnight in the UOQs.**

7. Termination: The occupant will contact the Lodging Office and schedule a pre-inspection a minimum of ten days prior to departure. A final inspection will be scheduled a minimum of five days prior to departure. Inspections may be scheduled Monday through Friday from 0800 to 1630. Occupants are encouraged to schedule a "pre-inspection" to allow time to correct discrepancies prior to final inspection. At the completion of the inspection, the room key must be turned in and any fees/charges paid. If the occupant is moving off base, BAQ will not be authorized until the final inspection and checkout are satisfactorily completed. Any personal effects left in the room after termination will be considered abandoned property. The Lodging Office is not responsible for abandoned property.

8. Maid Fees: The payment of maid fees should be coordinated with the Lodging Office.

9. Self-Help Projects: No self-help projects of any kind (modification to quarters) will be accomplished without prior approval of the Fire Chief and the Director of Civil Engineering.

10. Moving Off Base: Conditions allowing for students to live off base are subject to change. Therefore, requests to move off base must be coordinated through the housing office and approved prior to entering into any lease agreement. Students may elect to live off base without BAQ only with SQ/CC approval.

IF YOU HAVE ANY QUESTIONS, BE SURE TO ASK THE HOUSING OFFICE OR YOUR FLIGHT COMMANDER.

NOTE: IF YOU LIVE IN THE UOQS, THERE IS A \$4.00/MONTH MAINTENANCE FEE DUE TO THE LODGING OFFICE. DON'T BE LATE. ALSO, DON'T MESS WITH THE CABLE SYSTEM.

SECTION H

Motor Vehicles

1. Mississippi Highway Safety Code: In addition to the rules of the road listed below, all state vehicle laws apply to motorists on Columbus AFB and will be enforced by the Security Police. Use of seat belts by all occupants in every motor vehicle is required on and off Columbus AFB. The penalty for failure to use seat belts on base is: (a) First Offense: three day suspension of installation driving privileges; (b) Second Offense: ten day suspension of installation driving privileges; (c) Third Offense: suspension of installation driving privileges not to exceed six months. Child safety seats are required for children 4 years and under and/or weighing less than 50 pounds.

2. Drinking and Driving: If you are caught Driving While Intoxicated (DWI) or Driving Under the Influence (DUI), you will be subject to severe military and civilian penalties. You can expect significant monetary fines (\$1000.00) off base, restrictions of driving penalties (on and off base), and administrative punishment. The standard minimum punishment for a DWI/DUI is an Article 15 and revocation of on-base driving privileges for one year. It is illegal under Mississippi law to be in actual physical control of a vehicle in an intoxicated state. If you are caught behind the steering wheel of a vehicle, even if the motor is not running, and you are intoxicated, you are subject to the same prosecution and penalties as if you were DWI. If you have been drinking, don't drive. If you can't find a ride, call a friend or a classmate. Designate a driver at all class functions. DUI/DWIs are now officially part of your OPR. Removal from SUPT? Yes!

3. Implied Consent Law: Persons who drive a vehicle on or off base are considered to have given their consent to submit to a blood alcohol or breathalyzer test to determine if they are under the influence of alcohol. Failure to consent is automatic suspension of driving privileges for one year and mandatory presumption of guilt for DUI. If you are suspected of driving under the influence of alcohol, you will first receive a field sobriety test. If you pass, no further action is taken. You are automatically guilty if you refuse.

4. Open Alcohol Containers: No person shall knowingly transport in any vehicle on Columbus AFB any alcoholic beverages, except in the original container, which shall not have been opened and the seal upon which shall not have been broken and from which the original cap or cork shall not have been removed, unless the open container is in the rear trunk, which will include the spare tire compartment of a station wagon or panel truck, or any outside compartment which is not accessible to the driver or any other person while the vehicle is in motion.

5. Registration: Military personnel reporting to Columbus AFB on a permanent change of station (PCS) assignment, will register their vehicle, and vehicles of dependents residing with them, with Security Police Pass and Registration Section within three working days after their arrival. Registered vehicles must display a current safety inspection sticker. Motorcycles cannot be permanently registered or driven until the owner/operator has completed AETC Motorcycle Safety courses. The owner/operator will be given a 30-day temporary registration. Contact the Wing Safety Office to schedule these courses.

6. Insurance Verification: Mississippi law requires that verification of insurance be carried in all motor vehicles at all times. Your insurance company will provide you with this verification.

7. Safety Inspection: Mississippi law requires that all vehicles operated in Mississippi (other than short-term visits) display a current safety inspection sticker. If your vehicle has a current sticker from another state, it will satisfy the Mississippi requirement until the sticker expires.

WARNING: Before you operate any motor vehicle on Columbus AFB, you must register it on base, you must have a current state license and registration, have a current safety inspection sticker, and have appropriate insurance.

8. Speed Limits: The Columbus AFB speed limit is 25 mph unless posted otherwise as follows:

- Housing area - 15 mph.
- Entering/exiting base gates - 15 mph.
- Parking areas - 10 mph.

Military formations have the right-of-way over normal traffic. Vehicles will not pass until signaled to do so by the formation commander. Privately owned vehicles are not permitted on the flightline. All traffic will yield to emergency vehicles.

9. Gate Entry After Dark: During hours of darkness, motorists will use parking lights when entering the base gates.

10. Backing Into an Intersection: No person shall back a vehicle into an intersection at any time.

11. Prohibited Parking: (Do not violate these or you will be ticketed)

- Within 15 feet of fire hydrant.
- Within 15 feet of intersection.
- Within 15 feet of buildings unless authorized to park closer (i.e., loading zone or emergency situations).
- On soft shoulder or seeded grass except in cases of authorized overflow parking.
- In designated fire lanes, loading zones, trash pickup points, and entry/exit ways.
- In reserved areas except for eligible personnel.
- Double parking and/or blocking any lane of traffic.
- Prohibited parking areas marked by either signs, curbs, or yellow painted slanted lines on the pavement.
- Against the flow of traffic.
- In the entrance ways to the UOQ parking lots.

12. School Bus Right-Of-Way: All vehicles, regardless of direction of travel, will stop for school buses when the bus lights are flashing. Vehicles will remain stopped until the bus moves, the bus operator signals to proceed, or the bus lights stop flashing. Vehicles need not stop when on a highway/street with separate roadways or when on a controlled-access highway/street, and when the school bus is stopped in a loading zone which is part of or adjacent to such highway and where pedestrians are not permitted to cross the roadway. If in doubt, STOP! All other provisions which require stopping apply if the roadway is not divided.

13. Unattended Vehicles: No person shall leave a vehicle unattended with the motor running. Children 10 years of age and below will not be left alone in unattended vehicles.

14. Passengers in Cargo-Type Vehicles: All persons riding in cargo-type vehicles are required to be seated on the floor bed of the vehicle unless the vehicle is specifically constructed or modified for carrying personnel.

15. Disabled Vehicles: This is any vehicle which cannot be operated in a safe manner or driven from one place to another due to mechanical defects (i.e. flat tire, electrical malfunctions, or missing major mechanical components). Disabled vehicles located in parking lots or areas designated for local parking will be repaired or removed within 72 hours. Disabled vehicles located on sides of roadways or in congested areas will be repaired or removed from the installation within 24 hours.

16. Towing: Vehicles will not be towed on base without the use of a tow bar or chain. During hours of darkness, all rear lights (tail lights, brake lights, and directional signals) will be connected and illuminated on the vehicle being towed.

17. Traffic Violations: Citations, DD Form 1408, are issued to individuals who commit traffic offenses on base. A copy of the citation is forwarded to the SQ/CC for appropriate action such as counseling, remedial training. After the citation is returned to the Security Police, the individual's driving record is annotated with the action taken and the traffic points assessed. Citations may be rebutted through your Flight Commander. Dependents or civilian guests issued citations will be fined IAW Mississippi laws.

Notify your Flight Commander immediately when you or your spouse get a traffic ticket.

18. Point Assessments for Major Offenses are:

NOTE: If you accumulate 12 pts. within 12 months or 18 pts. within 24 months you will no longer be allowed to drive on base for a period determined by the installation commander (minimum of 6 months).

<u>OFFENSE</u>	<u>POINTS ASSESSED</u>
- Speed Contests	6
- Reckless Driving	6
- Owner knowingly and willfully permitting another to operate his/her motor vehicle when physically impaired	6
- Fleeing the scene (Hit and Run) - property damage	6
- Driving vehicle impaired (BAC - more than .05% and less than .10%)	6

- Exceeded speed limit or speed too fast for conditions:	
1 to 10 miles over posted speed limit	3
11 to 15 miles over posted speed limit	4
Over 15 but not more than 20 over the posted limit	5
Over 20 mph above posted speed limit	6
- Speed too slow for traffic conditions	2
- Following too close	4
- Failure to yield right-of-way to emergency vehicle	4
- Failure to stop for school bus or school crossing signals	4
- Failure to obey traffic signals, traffic instructions of an enforcement officer or traffic warden, or any official regulating a mandatory stop, yield, right of way, denial of entry, or required direction of traffic	4
- Improper passing	4
- Failure to yield (no sign involved)	4
- Improper turning movements (no official sign involved)	3
- Improper overtaking	3
- Other moving violations (involving driver behavior only)	3
- Operating an unsafe vehicle	2
- Refusal to submit to chemical test	1 yr revocation.
- Driving while intoxicated (.10% BAC or more)	1 yr revocation.
- Intentionally leaving the scene of an accident resulting in death or personnel injury	1 yr revocation.
- Violation of safety device or occupant restraint policy.	2
- Driving under a revocation or suspension (added to current revocation)	2 yr revocation.

NOTE: If, when driving vehicle impaired, you are involved in a moving violation or you show visible signs of impairment, the Support Group Commander may revoke your base driving privileges for an unspecified period of time.

19. Operation of Two-Wheel Motor Vehicles:

- a. Protective helmets, with chin straps and shatterproof eye protection (shatterproof eye glasses or goggles, or a face shield that is attached to the helmet), must be worn at all times while operating or riding as a passenger on a motor driven two-wheeled vehicle. A windshield will not fulfill this requirements for on-base driving.
- b. When operating a two-wheeled motorized vehicle on base, have the headlight turned on.
- c. Mississippi state laws require motorcycles and motor scooters be equipped with:
 - Two rear view mirrors.
 - Windshield (or the operator must wear goggles or face shield).
 - Front and rear brakes.
 - Speedometer.
 - Fenders over both wheels.
 - Headlight and taillight on at all times.

20. Operation of Bicycles:

- a. Operate bicycles in a safe and prudent manner adhering to all traffic signs and rules of the road. Wear of helmets is mandatory on base.
- b. Bicycles will carry passengers only upon or astride a permanent and regular seat or firmly attached child seat.
- c. Persons riding on a bicycle, skateboard, roller skates, sled, or toy vehicle will not attach themselves in any fashion to any moving motor vehicle.
- d. Bicyclists will ride as near to the right side of the roadway as possible, exercising due care when passing parked or moving vehicles. Do not ride bicycles on sidewalks except in the family housing area.
- e. When other traffic is present, bicycle riders will ride in single file.
- f. No person operating a bicycle will carry any package, bundle, or article which prevents the driver from keeping at least one hand on the handle bars.
- g. Every bicycle used during the hours of darkness will be equipped with a lamp on the front which shall emit a white light visible from a distance of at least 500 feet to the front and a red reflector on the rear visible from 50 to 300 feet to the rear when directly in front of lawful upper beams of head lamps on a motor vehicle. A lamp emitting a red light visible from a distance of 500 feet to the rear may be used in lieu of the read reflector.
- h. Every bicycle will be equipped with a brake which will enable the operator to make the braked wheels skid on dry, level, clean pavement.

21. Three-States Rule: The name of this rule stems from the fact that any combination of license plates for your car, your driver's license, and the state in which you are stationed cannot involve three different states. For example, you cannot have an Ohio state driver's license, have a Texas license plate, and be stationed in Mississippi; two of the three must be the same. For more clarification, go to the Legal Office.

22. Recreational Vehicles: Recreational vehicles such as boats, campers, trailers, and mobile homes will not be parked on any street or roadway on Columbus AFB. They will be parked in the recreational vehicle lot on base. Lots are assigned by MWR on a first come, first served basis.

23. Random Drug Inspections: Periodically the base anti-drug teams conduct no-notice drug inspections of private vehicles by trained dogs. A "positive" reaction to your vehicle may result in some inconvenience and will require urinalysis. If you purchase a used vehicle, you may voluntarily request the security police to run a canine inspection at no risk. If the results are positive, the security police will tell you how to get the vehicle cleaned and rechecked. Call the SP's for information.

SECTION I SAFETY

1. Accident/Incident Notification: You are here to attend pilot training: so when you relax and enjoy free time, do so with that in mind. Consider your own safety and the safety of others at all times. If you are hurt, make sure you notify your Flight Commander, or Squadron Safety Officer ASAP. Even if you think it is not serious, let him/her know anyway.

2. Ground Safety: In your everyday life, slow down and use some common sense.

- a. Seatbelts are required whenever you are riding in a automobile.
- b. Motorcycle operators are required to take a Motorcycle Safety Foundation course prior to registering your vehicle. **This course is required if you operate on or off base. It is also required if you borrow a Motorcycle to operate.**
- c. Sports are a major cause of injury and a major reason why some students are held over to a later class. Don't overdo it!
- d. Auto repair/workshop safety information is available a MWR.
- e. Keep the snackbar clean in order to prevent unnecessary hazards and germs.
- f. Use caution when crossing streets in your flight suit. It may be difficult for drivers to see you.

3. Non-Duty Hours Treatment: If you are hurt during non-duty hours, attempt to contact a Flight Surgeon through the command post. If you are unable to do so, or the medical problem is time critical, use the base or Baptist Memorial hospital emergency rooms. **THIS IS AN AUTOMATIC DNIF** and you must see the Flight Surgeon at the first available opportunity.

If you observe unsafe actions, do not hesitate to bring them to the attention of your Flight Commander or the Squadron Safety Officer.

APPENDICES

BASE PHONE LIST
TEMPORARY MAILING ADDRESS / POSTAL SERVICES
T-37 BOLDFACE
T-37 OPERATING LIMITS

BASE PHONE LIST

Auto Hobby Shop	x7843
CE	x2856
CHAMPUS	x2132
Chapel	x2500
Clinic Central Appointments	x2847 and 1-800-382-4260
Columbus Club	x2489
Command Post	x7020
Credit Union	434-7060
Customer service	x2626
Dental Clinic	x2250
East Gate	x7130
Family Support Center	434-2790
Flight Records	x7531/32
Flight Surgeon's Office	x2216
Gym	x2772
Housing Office	x7275/79
Legal Office	x7030
Library	x2934
Military Pay	x2706
MWR	x2505
Operator	x7322
Pass & ID	x7133
Pediatrics	x2229
Same Day/Triage Nurse	x2101
Security Police	x7129
South Gate	x7131
TMO	x2684
24 hour Dr. on call	434-CARE

POSTAL SERVICES AT COLUMBUS AIR FORCE BASE - BUILDING 530:

The military Postal Service Center (PSC), a contract operation, provides services for single, unaccompanied, and transient personnel.

For the purpose of forwarding your mail, the following will serve as your temporary address:

Your Name

PSC 3000

Columbus AFB, MS 39701-3000

The customer service hours of operation are 1030 to 1645, Monday through Friday. Prior to 1030, personnel sort and deliver incoming mail to the cluster boxes at the dormitories. Saturday hours are from 1100 to 1230.

Persons assigned for more than 90 days are assigned mail cluster boxes at their dormitories. Those assigned 30 to 90 days are given mail receptacles inside the PSC. These services are available 24 hours a day, 7 days a week. Those in temporary status for less than 30 days receive their mail through general delivery boxes. For this service, mail is available during the customer service hours above.

Cluster boxes are placed at the dormitories for personal mail delivery and for outgoing mail. Three large cluster boxes are provided for small incoming packages. Larger boxes must be picked up at the PSC during customer service hours by the member or an authorized person. For this authorization, members may stop by the PSC and complete the proper form.

UNITED STATES POSTAL SERVICE:

This facility is contracted by the Columbus Post Office on Bluecut Road, and staffed by one person. The hours of operation are set by the regional United States Postal Service and are standard for military bases of relative size and composition. Hours of service are: 0730 through 1300 and 1345 through 1545, Monday through Friday. The daily closing hour is required due to the deadline for the Columbus location to meet transportation to the larger hubs at Jackson, Mississippi or Memphis, Tennessee.

Available services include: postage stamps, package mailing, money orders, registered and certified mail. A postage stamp vending machine provided by the Bluecutt office is located in the lobby as a convenience for the customers.

INFORMATION ON SERVICES:

We are constantly searching for ways to improve hours and services and hope to increase the hours for the PSC in the near future. In the meantime, you may direct your questions to the Information Systems Flight at extension 7298.

T-37 BOLDFACE EMERGENCY PROCEDURES**SMOKE AND FUME ELIMINATION**

OXYGEN – 100%

ABORT

THROTTLES – IDLE
WHEEL BRAKES – AS REQUIRED

TWO ENGINE FAILURE (*Low altitude*)

GLIDE – 100 KNOTS MINIMUM
GEAR – DOWN
THROTTLES – CUT-OFF

ONE ENGINE FAILURE, FIRE OR OVERHEAT DURING TAKEOFF (*After airborne*)

FLAPS – 50%
GEAR – UP
FLAPS – UP 100 KNOTS MINIMUM

ENGINE FIRE OR OVERHEAT WARNING DURING FLIGHT (*Affected engine*)

THROTTLE – RETARD
FUEL SHUTOFF T-HANDLE – PULL-OFF
THROTTLE – CUT-OFF

ELETRICAL FIRE

BATTERY AND GENERATORS - OFF

EJECTION

HANDGRIPS – RAISE
TRIGGERS – SQUEEZE

EMERGENCY AIRSTART

STARTER – AIR
FUEL SYSTEM – EMERGENCY
STARTER AND IGNITION – GND – ON AND HOLD UNTIL 30% RPM

SINGLE ENGINE GO-AROUND

THROTTLE – MILITARY
SPEED BRAKE - IN
FLAPS – 50%
GEAR – UP
FLAPS – UP 100 KNOTS MINIMUM

T-37 OPERATING LIMITS			
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AIRSPEED LIMITATIONS		ACCELEROMETER "G" LIMIT	
Flaps Down	135 KIAS	Maximum Positive	6.67 G's
Landing Lights Down	135 KIAS	Maximum Negative (-)	-2.67 G's
Gear Down	150 KIAS	Maximum Unsymmetrical	4.80 G's
Limiting Structural	382 KIAS 0.7 MACH	PROHIBITED MANEUVERS	
Maximum Allowable	275 KIAS	1. Negative G flight for more than 30 sec	
Canopy Open	40 KIAS	2. One engine inoperative practice maneuvers	
LOADMETER		3. Trim only maneuvers	
Maximum for Takeoff	0.8	4. Trimming in a dive w/in 20 kts of limiting structural airspeed unless essential to relieve excessive stick forces	
Maximum After 10 Minutes of Flight	0.5	5. Whip stalls	
Difference	0.2	6. Intentional fishtail-type maneuvers	
HYDRAULIC PRESSURE		7. Snap rolls	
Normal	1250 to 1550 PSI	8. Spins w/more than a 70 lb fuel imbalance and/or 1400 lbs total	
Maximum	1750 PSI	DUAL ONLY MANEUVERS	
ENGINE RPM LIMITATIONS		1. Stalls	
Continuous Operation	38-95% RPM	2. Spins	
Idle	36-38% RPM	3. Slow flight	
Full Throttle	98.5-101.5% RPM	4. Straight-in approaches	
Overspeed	greater than 103% RPM	5. Stability demonstrations	
EGT LIMITS		6. Simulated single engine maneuvers	
Minimum for Flight	280 °c	7. Simulated runaway trim	
Continuous Operation	280-650 °c	8. Nose low recoveries	
Maximum for Flight for 30 Minutes at Military	680 °c	9. Nose high recoveries	
Instantaneous Limit (Starting and Acceleration)	780 °c	10. No flap patterns and landings	
OIL PRESSURE		11. Low closed patterns	
Minimum Idle	3 PSI	12. Practice lost wingman procedures while on the wing	
Continuous Ops	10-45 PSI	13. Rolling takeoffs	
Maximum	65 PSI		
Allowable Fluctuations	10 PSI		